



Insert Card Cut Files

A Guide to Your Files

DXF - generic vector cut files (no layers, groups, or colors) for Silhouette Studio Basic Edition

ex. **njs-title-ins-01.dxf** whole card that is ungrouped and editable, with score line (see Step 3 below regarding score lines)

PNG - high res raster file with transparent background; can use for image tracing in cutting machine software

njs-title-ins-01-card.png whole card image file
njs-title-ins-01-front.png front only image file

SVG - layered and grouped vector cut files for Cricut Design Space, Silhouette Studio Designer Edition and up, and other software

njs-title-ins-01-card.svg whole card with score line (see Step 3 below regarding score lines)
njs-title-ins-01-front.svg front only - for prefolded cards with Cricut card mat

Using Your Cut Files

1. Importing your file. Unzip the folder and IMPORT/OPEN your desired file in your cutting machine software.

- Use the **SVG** labeled “card” for most cutting machines that can cut 5.5 x 8.5 inches.
Note: This is too large for **CRICUT** Joy and Joy Xtra. To use these machines, you will need prefolded cards and a card mat. Use the **SVG** labeled “front” and see the instructions on the following page.)
- Use the **DXF** if you’re unable to import SVGs, such as in **SILHOUETTE** Basic, or for more control over individual shapes for editing in **CRICUT** Design Space.
- Use the **PNG** for image tracing if you cannot use either of the above file formats with your software.

Make sure the design is at 5.5 x 8.5 inches (for the whole card) and resize as necessary. These measurements will give you a finished folded card size of 4.25 x 5.5 inches or A2.

2. Edits, if applicable. Make any customizations you wish to do in your software. You may need to UNGROUP everything first. To further access individual elements and shapes that are combined (compound paths)...

- For **CRICUT**, you can select the design and use the CONTOUR tool to “turn off” parts. Alternatively, use the DXF file, which will import with all the parts as separate shapes rather than as a combined image and will allow you to move things around.
- For **SILHOUETTE**, select the design and go to OBJECT > RELEASE COMPOUND PATH.

3. Score line. Change settings for the score line. This will depend on your software.

If you don’t wish to use the score line or can’t score with your machine, just delete the line before proceeding.

- For **CRICUT**, you’ll need a separate scoring tool installed. In Design Space, select your score line and change the OPERATION in the upper left corner drop down menu to SCORE.
- For **SILHOUETTE**, when you go to cut in SEND mode, under the LINE tab, change the action for the score line to SCORE. I like to also bring the FORCE of the scoring action all the way down to 1 to ensure it does not cut all the way through the card.

3. Attach. For **CRICUT**, make sure you select everything and ATTACH before you cut.

4. Make it. Cut/score as usual. (Refer to your specific machine’s instructions.)

5. Cut by hand. Alternatively, you can print the design out to use as a template for cutting manually. Print either the PNG or SVG at 100%.

6. Insert. Cut your insert piece to 4 x 5.25 inches and tuck behind the front of the card at the corners.

See the following page for instructions regarding **CRICUT CARD MATS and PREFOLDED CARDS...**



For CRICUT Card Mats and Prefolded Cards

Note: You will need either the card mat that fits your particular machine. Use either an A2 (4.25 x 5.5 inch) insert card kit or trim and fold your own cardstock (cut to 8.5 x 5.5 inches and fold in half).

See Cricut's Help site more information on Cricut insert cards and the card mats:

Cricut Joy Insert Cards and Card Mat 101: <https://help.cricut.com/hc/en-us/articles/360040664534-Cricut-Joy-Insert-Cards-and-Card-Mat-101>

Cricut Insert Cards and Card Mat 101: <https://help.cricut.com/hc/en-us/articles/360044304673>

1. IMPORT your desired file into Design Space.

To simply load and cut, use the front-only SVG (ex. **njs-title-ins-01-front.svg**).

If you want to make changes before cutting, see STEP 2 on the previous page.

2. Double check that your entire front design is sized to 4 x 5.25 inches. ATTACH everything, if necessary. Then MAKE IT...

3. Place your card blank onto the card mat. Choose the CUT ON CARD MAT option. Make sure your material size is set to 4.25 x 5.5 inches. Cut as usual.

Tip 1: If the size 4.25 x 5.5 inches is not showing up as an option for material size when preparing your mat, Design Space might be detecting that your design is too big (even though it's not...this is a bug). Try going back to your design and sizing just *slightly* smaller (such as 5.24 inches instead of 5.25).

Tip 2: Take the time to find the best cut settings for your material, especially with intricate designs.

4. Cut your insert piece to 4 x 5.25 inches. Tuck the insert piece behind the front of the card at the corners.

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Sincerely, Nicole



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